



TITLE: Coordinator, Online Accessibility

CLASSIFICATION: Classified

SALARY GRADE: O

JOB DESCRIPTION:

Under general supervision, coordinates training and provides support to faculty and staff in the areas of web accessibility and accessible digital media. Ensures that information and communication technologies are in compliance with District, State and Federal accessibility requirements, as well as the institution's commitment to access and equity.

SCOPE:

The Coordinator, Online Accessibility serves as the primary accessibility technology resource for the District with responsibility for the support, technical direction, assessment, and implementation of new and existing technologies.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates the development of District standards and processes that ensure compliance with technology accessibility requirements consistent with the Web Content Accessibility Guidelines (WCAG).
2. Organizes audit and remediation projects; validates web pages including documents for accessibility compliance; and collaborates with others to implement improvements.
3. Develops tools for evaluating technology assets, platforms, and services for compliance with accessibility standards.
4. Educates District faculty and staff on technology procurement standards compliant with State regulations.
5. Provides training for faculty and staff on developing accessible web pages and documents; assists in creating a culture of awareness of web accessibility.
6. Creates and maintains accessibility resources for faculty and staff.
7. Advises the District on changes in technologies, relevant laws, and best practices for accessibility of online content.
8. May serve as a lead worker to other Classified staff.
9. Supervises and organizes the work of student and short-term, non-continuing employees.

ABILITY TO:

Demonstrate accessibility compliance techniques and provide relevant trainings; work independently; make decisions about and troubleshoot accessibility issues; develop accessible web-based resources; create and maintain accessible web pages and documents; speak and write effectively in English in individual and group settings; work effectively with faculty and staff who have a variety of technological skill levels; give and follow oral and written directions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Fundamentals and techniques of creating and producing WCAG compliant accessible web pages, online forms, and digital media; development, assessment, and remediation of accessible web pages; accessibility testing tools; web accessibility laws and web standards, including Accessible Rich Internet Applications (ARIA) markup and scripting languages; use of latest methods for progressive enhancement and responsive/adaptive design; current technology including web development tools, computer graphics packages, with particular expertise in accessibility features of MS Word and Adobe Acrobat software; project management skills including communication, organization, facilitation and independent decision making.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree in Computer Studies or any Bachelor's degree and significant course work in a web design related field.

EXPERIENCE:

Some (1-2 years of full-time or part-time equivalent) work experience with web site design and development, including accessibility compliance techniques and testing tools in creation and repairing of web pages and documents. Previous related work in a higher education setting preferred.

SPECIAL REQUIREMENTS:

Position requires prolonged video display terminal viewing, keyboarding and extended sitting.